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PART IV

Section 2-C.

RULES, ORDERS AND NOTIFICATIONS UNDER MYSORE ACTS AND ORDINANCES

NOTIFICATIONS.

No. L.S. 806—L.W. 61-52-4, dated Bangalore, 17th May 1952.

In exercise of the powers conferred by Section 6 of the Mysore Shops and Establishments Act, 1948 (Mysore Act No. II of 1948), His Highness the Maharaja of Mysore is pleased to exempt all the Co-operative Institutions in the State of Mysore, registered under the Mysore Co-operative Societies Act, 1948, from all the provisions of the said Act.

By Order of His Highness the Maharaja,

No. L.S. 876—L.W. 234-51-4, dated Bangalore, 22nd May 1952.

Whereas the leave rules appended hereto applicable to persons employed in the Branches of the Standard Vacuum Oil Company, Ltd., established in the State of Mysore, are not less favourable than those for which provision is made in sub-sections (1) and (2) of Section 25 of the Mysore Shops and Establishments Act, 1948 (Mysore Act II of 1948);

Now, therefore, in exercise of the powers conferred by Section 6 of the Mysore Shops and Establishments Act, 1948 (Mysore Act II of 1948), His Highness the Maharaja of Mysore is pleased to exempt the said Branches of the Standard Vacuum Oil Company Ltd., from the provisions of sub-sections (1) and (2) of Section 25 of the said Act, subject to the condition that no modification in the rules appended hereto shall be made, unless the proposed modifications are approved by the State Government.

APPENDIX.

Privilege Leave.

(*a*) All employees, after completion of 12 months' continuous service, shall be entitled to privilege leave of 17 days on *working day basis*.

(*b*) Privilege leave may be accumulated up to a maximum period of 24 days. Management will always be willing to accede to the request of the employees to accumulate their leave subject, of course, to the exigency of business and smooth working of office routine.

(*c*) Privilege leave shall be approved by the local management on a " leave slate " basis.

An employee shall be deemed to have completed a period of 12 months continuous service notwithstanding any interruption in service during the 12 months brought about by sickness, accident or authorised leave not exceeding 90 days in the aggregate for all three.

Casual or Emergency Leave

An employee during his first 12 months of continuous service, and during every subsequent 12 months' of such service shall be entitled to 7 days' casual leave on *working day basis*.

(*a*) Casual or emergency leave is to be regarded as a means of providing an employee leave with pay for very brief periods for personal reasons which may be anticipated and for emergency personal reasons which cannot be anticipated. The intent is to grant casual leave of one or two days at a time as circumstances warrant.

(*b*) Prior approval must be obtained from management for all casual leave that may reasonably be anticipated. It will be necessary for employees concerned to satisfy management regarding all casual leave requested in circumstances of an emergency.

(*c*) Casual leave may be requested and granted from date of engagement, but in no circumstances may be considered to be cumulative.

Sick Leave.

(*a*) All employees during their first 12 months of continuous service and during every subsequent 12 months of such service shall be entitled to sick leave for 12 days on *calendar-day* basis.

(*b*) Employees who have not completed 10 years' service shall, in addition to the above 12 calendar days, be entitled to sick leave on half pay for 14 days on *working day basis* exclusive of Sundays and Holidays.

(*c*) Employees who have completed more than 10 years' service shall, in addition to the above 12 calendar days, be entitled to sick leave on half-pay for 21 days *on working day basis* exclusive of Sundays and Holidays.

It is expected that employees will avail themselves of the Medical benefit provided by the Company. However, in all cases approval of sick leave is contingent upon management being satisfied that employee is unfit for work.

By Order of His Highness the Maharaja.